

Superior Court of California, County of San Bernardino

*Court Support Services Manager
Reporter and Interpreter*

DEFINITION

Under general direction, plans, assigns, supervises, reviews and evaluates the staff and activities of the court reporter and interpreter programs for all court districts; performs special projects and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for providing supervision, coordination and oversight to the specialized support class series of Court Reporter and Interpreter. The incumbent oversees the coordination of court reporters and interpreters as well as coordinates the activities of the court reporters and interpreters to ensure appropriate coverage of all court sessions and necessary support to the judicial officers.

ESSENTIAL FUNCTIONS

The position in this class may perform any or all of the duties listed below. These should be interpreted as work examples, and are not necessarily all inclusive.

1. Plans, assigns, supervises, coordinates, reviews and evaluates the staff and activities required to provide court reporter and court interpreter support to all districts.
2. Arranges pro tempore court reporter and interpreter services as needed to cover all court needs; assuring maintenance of shared calendar for court reporters and court interpreters.
3. Monitors changes in laws, policies, and procedures relative to program operations; advises subordinate staff of such changes; recommends procedural improvements and implements them after approval.
4. Develops procedures and work standards for court reporter and interpreter staff; ensuring that work is performed in a consistent manner.
5. Conducts organizational or special operational projects; prepares reports and makes recommendation for improvements.
6. Oversees the scheduling and assignment of court reporter and interpreter staff required for the Superior Court to perform its judicial functions.
7. May participate in labor relation activities related to court reporter and interpreter classifications.
8. Other duties as assigned.

MINIMUM QUALIFICATIONS

Minimum Qualifications:

Successful completion of accredited college or university coursework in a discipline used in court programs such as judicial, business, public administration or a related field **and** five years of supervisory or administrative management experience preferably in a court setting working with court reporters and interpreters or any combination of training and experience that could provide the desired knowledge and abilities.

Knowledge of

Principles and practices of employee supervision, including work planning, assignment, review and evaluation; methods of training subordinate staff in work procedures; legal proceedings, applicable laws and Rules of Court, related to civil, criminal, family law, probate, juvenile and legal forms, document, procedures and terminology; modern office methods and equipment; computer systems and applications; records management principles and practices; research methods and statistical procedures used in administrative and or operational analysis; correct business English, including spelling, grammar and punctuation.

Ability to

Plan, assign, review and supervise directly and through subordinate supervisors the work of others; oversee the day to day activities of the court reporters/interpreters programs and the staff assigned to them; train staff in work procedures; assist in developing goals, objectives, policies, procedures and work standards for the Support Division; deal tactfully and effectively with subordinates; deal with stressful situations; manage upset and difficult members of the public; communicate ideas and information effectively; gather and analyze data, identify problems and issues, recommend and implement solutions; organize, plan and prepare clear, concise manner; deal tactfully and courteously with the public; establish and maintain effective work relationships with judicial officers, court personnel, governmental agencies and members of the public.

Special Requirements

A California driver's license requirement will be reviewed on a position basis in accordance with ADA regulations.

PHYSICAL CHARACTERISTICS

On a continuous basis, sit at a desk for long periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; strength to lift files weighting up to 25 pounds; use the telephone and computer keyboard on a daily basis.